



**U.S. Department of Justice
Office of the United States Trustee
Western District of Washington**

*600 Park Place Building (206) 553-2000
1200 Sixth Avenue (206) 553-2566 (fax)
Seattle, WA 98101-3100*

February 4, 2002

**OBTAINING A REPLACEMENT OR NEW SOCIAL SECURITY CARD
OR VERIFICATION OF SOCIAL SECURITY NUMBER**

The process for obtaining a new or a replacement social security card or obtaining confirmation of holder's social security number from the Social Security Administration is outlined below:

1. **For a new card or a replacement of a lost card because of a name change.** Instructions and the necessary application form may be obtained through the SSA's national toll free number **800-772-1213** or from the SSA's website at **www.ssa.gov**.

- or -

City	SSA Office Address	Phone Numbers
Seattle	Suite 100 901 Lenora Seattle, WA 98121	(800) 772-1213 TTY: (800) 325-0778
Bremerton	Suite 105 4040 Wheaton Way Bremerton, WA 98310	See above.
Everett	Suite 250 8625 Evergreen Way Everett, WA 98208	See above.
Bellingham	Room 109 Federal Bldg 104 Magnolia Bellingham, WA 98225	See above.
Tacoma	2608 S 47th St Tacoma, WA 98409	See above.
Longview	1145 14th Avenue Longview, WA 98632	See above.
Vancouver	Suite 200 6615 E Fourth Plain Blvd Vancouver, WA 98661	See above.
Olympia	402 Yauger Way SW Olympia, WA 98502	See above.

2. An applicant for a replacement or new social security card must use form **SS-5**, available at the SSA office or through the SSA website, along with instructions for filling it out. This form is the universal form used for both obtaining a new social security card and number or a replacement for one if the card holder has lost his or her card, or if the card holder's name has changed. **The applicant should receive the new or replacement card within 10 to 14 days.**

For a replacement card, Social Security requires the applicant to furnish one "identifying document," including a driver's license, marriage or divorce record, military records, insurance policy, employer ID card, adoption record, passport, health insurance card or school ID card.

For a name change on a card, Social Security requires documentation showing the applicant's old name and the new name.

Only original documents or certified copies of original documents are acceptable proof.

3. **Quick verification of a person's social security number (known as "Third Party Notification").** The only other method available through Social Security for obtaining confirmation of a person's social security number is called **"Third Party Notification."** By this method, **the verification can be obtained in 4 to 5 days.**

First, the applicant's attorney prepares a letter for the debtor requesting that the local office of Social Security verify the card holder's social security number and notify the U.S. Trustee, of the cardholder's correct number. The letter needs to contain the U.S. Trustee's address which is:

**Office of the U.S. Trustee
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The letter should also contain a brief explanation of the reason for the request.

Second, the card holder takes the letter in person to the local office of Social Security Administration and fills out a form which the local office maintains on computer (**SSA Form 7028**). The applicant must produce identification to SSA (driver's license, military records, etc.)